



Stanley Town Council

NOTICE OF MEETING

I hereby give notice that an Ordinary meeting of the Stanley Town Council will be held on Tuesday, the 21st June 2016 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL

J. Nicholson (Chair)	A. Clegg	G. Graham	C. McKee	C. Thompson
W. Nixon (Vice-Chair)	T. Davinson	R. Harrison	D. McMahon	D. Tully
C. Bell	L. Elliott	D. Marshall	D. Mills	D. Walker
J. Charlton	R. Ferris	L. Marshall	B. Nair	M. Wilkinson

You are hereby summoned to attend an **ORDINARY MEETING** of the **Stanley Town Council** to be held in **Craghead Village Hall, Middles Road, Craghead**, on **Tuesday the 21st June 2016 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
15th June 2016

Please turn off all mobile phones or set to silent mode
Please refer to the Policy for recording proceedings

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** any announcements from the Chair or Town Clerk.

4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

5 CONFIRMATION OF COUNCIL MINUTES

To **APPROVE** as a correct record and sign the minutes of the following meetings:

24th May 2016	Annual General Meeting	(ATTACHMENT A)
7th June 2016	Extraordinary Council Meeting	(ATTACHMENT B)
8th June 2016	Extraordinary Council Meeting	(ATTACHMENT C)
14th June 2016	Extraordinary Council Meeting	(ATTACHMENT D)

6 MINUTES OF COMMITTEE MEETINGS

To receive the Minutes of the following Committee Meetings:

4th May 2016	Crime & Community Safety	(ATTACHMENT E)
10th May 2016	Communications & Events	(ATTACHMENT F)
11th May 2016	Finance & General Purposes	(ATTACHMENT G)
7th June 2016	Communications & Events	(ATTACHMENT H)
8th June 2016	Crime & Community Safety	(ATTACHMENT I)
14th June 2016	Planning	(ATTACHMENT J)

7 RECOMMENDATIONS OF COMMITTEE MEETINGS

The following **RECOMMENDATIONS** of Committee meetings held since the last Ordinary Council held in April 2016 require adoption by full Council:

(a) CRIME & COMMUNITY SAFETY

At the meeting held on the 8th June 2016, the Crime & Community Safety Committee made the following **RECOMMENDATION** to Council:

- (i) the Council should obtain permission from DCC and then procure properly constructed metal frames to secure banners advertising Council community events on roundabouts on the A693 (e.g. Blooming Good Fun)

(b) FINANCE - Review of Council Budgets

At the meeting held on 11th May 2016, the Finance Committee, after reviewing the current budget position, made the following **RECOMMENDATIONS** to Council:

- (i) That an earmarked reserve of £10,000 be created for the commemoration of the centenary of the end of the first war.
- (ii) That the Council should create an earmarked reserve of £20,000 be created to cover election costs. Following the next election, £5,000 should be

transferred into the reserve annually to offset the costs of the following election.

- (iii) That an adequate budget be created to cover the cost of DBS checks for elected members and relevant staff.
- (iv) That Council establishes an earmarked reserve for capital improvements in parks and open spaces and a transfer of £8,000 per year be made from the general reserve.

(c) **COMMUNICATIONS & EVENTS**

At meetings held on 10th May 2016 and 7th June 2016, the Communications & Events Committee made the following **RECOMMENDATIONS** to Council:

- (i) That Members and officers should take part in a Dementia Awareness training seminar to make the Council a dementia friendly employer.
- (ii) The Civic Hall Manager should be given authority to replace the theatre curtain in the hall as the current curtain is a black out curtain that was not designed to be a front of stage curtain. Quotes have been obtained and expenditure will be in the region of £1500 to be financed from the loan.
- (iii) A staff discount should be introduced for STC staff in the Coffee shop of 20%. Staff of Durham County Council and Leisureworks should be offered a 10% discount on production of the appropriate ID.
- (iv) Review of Free Room hire: The Deaf Club should continue to receive free room hire; The Horticultural Society should not be granted free hire. Alternative arrangements should be offered to Mick Brown outside of the Civic Hall.
- (v) The Civic Hall manager should be given authority to procure 2 x AV screens for use by hirers and as information screens within the public areas.
- (vi) People who are carers supporting people who would be unable to attend events in the hall independently should be given free tickets, up to a maximum of five per performance. The disabled person should pay the appropriate applicable rate for their ticket.
- (vii) A budget of £750 should be allocated from the Groundworks budget to enable planting up of the coal tubs on the roundabouts on the A693.

Council is requested to **CONSIDER** these matters and **DECIDE** what to do.

8 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

Statutory Basis: Accounts & Audit (England) Regulations 2011

Report	(ATTACHMENT K)
Schedule of Payments	(ATTACHMENT L)
Schedule of Receipts	(ATTACHMENT M)
Current Account	(ATTACHMENT N)
Saver Account	(ATTACHMENT O)
Unpresented Cheques	(ATTACHMENT P)

Trial Balance Extract

(ATTACHMENT Q)

Committee is requested to **CONSIDER** the attached information and

- (i) **APPROVE** the payment of accounts for May 2016; and
- (ii) **NOTE** the Bank Reconciliation.

9 BUDGETARY CONTROL

Statutory Basis: Accounts & Audit Regulations 2003, ss 4 & 5 (as amended by the Accounts & Audit (Amendment) (England) Regulations 2006)

Report

(ATTACHMENT R)

Budget to May 31st 2016

(ATTACHMENT S)

Committee is requested to **CONSIDER** the report of the Finance Manager and **DECIDE** if any action is **REQUIRED**.

10 CHRISTMAS LIGHTS

(ATTACHMENT T)

Statutory Basis: Local Government Act 1972, s.144

- (i) In May, Cllr A Clegg requested that the Comms & Events Committee considered the provision of an additional six lighting wraps in Chester Rd for Christmas 2016. The reason for Cllr Clegg's request being that Chester Rd is the principal route into the town from the A1 and the east and additional wraps will have an impact on the 'first impressions' of people entering the town by car.
- (ii) The Community Development Manager has put forward a proposal for some additional illuminations in the centre of Stanley. A report is attached for consideration by Council.

This matter was considered by the Communications & Events Committee at their meeting held on 4th May 2016. Committee **RECOMMENDED** that:

- (i) No additional wraps should be provided for 2016, and
- (ii) The provision of additional tree fairy lights as detailed in the report should be taken forward and funding allocated for 2016.

Council should **APPROVE** the Annual Governance Statement in relation to the financial year 2015/16, subject to any agreed changes.

11 FORWARD PLAN

(ATTACHMENT U)

The Town Clerk has prepared a draft forward plan to outline a structure for key Committee work in 2016/17

Council is requested to **CONSIDER** the draft plan and **APPROVE** the outline forward plan, subject to any changes.

12 STREET FURNITURE AGREEMENT (ATTACHMENT V)

Statutory Basis: Litter Act 1983, ss. 5 and 6
Parish Councils Act 1957, s 1

During the discussions with the County Council about the delivery of the Front Street improvements, it was agreed in principle the the Town Council would take ownership of and responsibility for a number of items of street furniture in the Front Street, including bins, benches, noticeboards etc (The exact items are marked on the plan attached). The agreement was not signed by Council last year and the County Council have requested that the Town Council sign off the agreement.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

13 CIVIC HALL INTERIOR DESIGN PROPOSAL (ATTACHMENT W)

The Town Clerk and the Civic Hall Manager have approached Ruffles interior design in Shotley Bridge to propose a scheme for the refurbishment of the communal areas, toilets, Bamburgh Suite and rehearsal rooms within the building. It was the opinion of the Clerk that a cohesive scheme was required as previous refurbishment of areas of the Hall had been piecemeal and there was a risk that the building would not look like a functioning public building.

The brief given to the designer was:

“The function rooms, reception, communal areas, internal doors, toilets and signage need refurbishment. The Council requires a cohesive scheme that will be functional, make the building more appealing but be practical and reflect the fact that the building is a multi use building, used for rehearsals, training events, community groups, weddings, Council meetings and other functions as well as it’s primary purpose as a theatre.

The designer was given examples of the Council’s corporate style and the colour palette in used in printed and web media with the caveat that it may or may not be entirely suitable for the building.

The designer was also asked to retain any original architectural features which are interesting (very few sadly beyond brass door pushes) and to reflect the original design of the building whilst reversing some poor design choices that have been made recently.”

Council will receive a presentation from Evelyn Watson from Ruffles. An outline brief is attached for your information.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

14 EXCLUSION OF PRESS AND PUBLIC*

***Any members recording the proceedings must stop at this point.**

To **RESOLVE** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

The consideration of an award recognising Civic contribution needs to be held in closed session to preserve the privacy of the people being considered.

15 CHAIRMAN'S AWARDS

(ATTACHMENT X)

Members of the Town Council have been requested to nominate people within the Parish who have made a significant contribution to the Civic life of the Parish or who have accomplished an achievement that should be recognised by the Town.

Consideration of the full list of nominations will take place at the July meeting of Council. There are two nominations for consideration by Members on this agenda as there is some time sensitivity.

Council is requested to **CONSIDER** this matter and **DECIDE** what to do.

16 DATE, TIME AND VENUE OF NEXT MEETINGS

Tuesday 19th July 2016, 6.30 pm, Stanley Civic Hall

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.